

Instructions for Enabling Macros in Microsoft Excel

2000-2003 Excel

1. Open MS Excel
2. In the Tools dropdown menu, select Macros and then Security
3. On the Security Level Tab - choose the Medium Option
4. Then click OK
5. Close MS Excel
6. Open Excel and select Enable Marcos

2007 Excel

1. Click the Microsoft Office Button
2. Click Trust Center, click Trust Center Settings, and then click Macro Settings
3. Click Enable all macros.

2010

The exact steps for enabling macros for Excel 2010 will vary depending on the security levels set in your program. These instructions presume that all protective view and macro settings are at their default settings and that macros are allowed in Excel.

1. Open the file.
2. The file will open in Protective View.
3. Click Enable Editing on the message bar.
4. There will be a security warning in the message bar asking if you would like to Enable Content.
5. Click Enable Content.

This will allow the macros to run.

If you macro settings are still not working, follow these steps to enable the macros.

1. Open MS Excel 2010
2. Go Backstage
3. Select Options and then Trust Center
4. Select Macro Settings
5. Select the Disable Macros with notification option.
6. Select Trust access to the VBA project object model
7. Click OK until you are back to the worksheet.
8. Exit Excel
9. Download data and enable macros using the above directions.